

State Agency General Records Retention Schedule (1997)

Items Related to the Fleet Operations Accounting Function

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ANNUAL BUDGET REPORTS (Item 2-2) (Gary, Kim)

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION

Record copy: Permanent. Retain by agency for 7 years and then transfer to State Archives with authority to weed.

Duplicate copies: Retain by agency for 5 years and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

BUDGET BACKGROUND RECORDS (Item 2-6) (Gary, Kim)

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

SECONDARY CLASSIFICATION

Private: UCA 63-2-302 (1)(e) (1992)

(Approved 07/90)

PERIODIC BUDGET REPORTS (Item 2-11) (Gary, Kim)

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

RETENTION

Record copy: Retain by agency for 3 years after the close of the fiscal year and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

ACCOUNTS RECEIVABLE INVOICES (Item 7-2) (Deanna)

Invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

ADJUSTMENT FORMS (FI-64) (Item 7-4) (Kim, Mark, Tanya)

Adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers.

RETENTION

Record copy: Retain by the Division of Finance for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

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CASH RECEIPTS (Item 7-13) (Kim, Mark, Tanya)

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain until obsolete or for 3 years, whichever is first, and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

COST ACCOUNTING REPORTS (Item 7-15) (Gary, Kim)

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain until administrative need ends and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

DEPOSITS WITH STATE TREASURER (FI-33) (Item 7-17) (Kim, Mark, Tanya)

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION

Record copy: Retain by the State Treasurer's Office for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

FINANCIAL INFORMATION NETWORK (FI-NET) NON-PAYMENT RECORDS (Item 7-54) (Kim, Mark, Tanya)

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION

Record copy: Retain for 3 years after the end of the fiscal year in which they were initiated and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 06/96)

FINANCIAL INFORMATION NETWORK (FI-NET) PAYMENT RECORDS (Item 7-53) (Kim, Mark, Tanya)

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION

Record copy: Retain for 7 years after the end of the fiscal year in which they were initiated and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 06/96)

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INVENTORY OF FIXED ASSETS (Item 7-27) (Gary)

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION

Record copy: Retain by agency for 2 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

PETTY CASH RECORDS (Item 7-33) (Mark)

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

REFUND REQUESTS (Item 7-35) (Kim, Mark, Tanya)

Form signed by the customer which requests a refund of monies paid to the agency.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain until administrative need ends, not to exceed 3 years, and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)

TELEPHONE BILLS (Item 7-43) (Kim)

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

RETENTION

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

PRIMARY CLASSIFICATION

Public.

(Approved 07/90)